

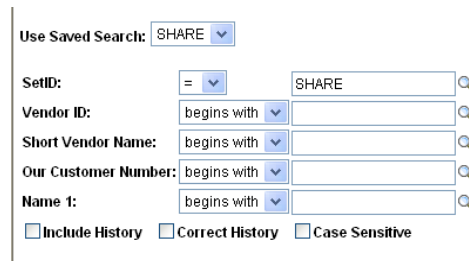
VMR-VRO CHECKLIST – RECORDING THE RECEIPT OF PAPERWORK (W-9/W-8)

Narrative – This checklist will provide step by step instructions for adding information to the Government Classification portion of a vendor's record. For easier instructions, the term W-9 is used throughout, but these steps apply to all forms W-8 or approved Substitute W-9 forms.

Navigation: *Vendors>Vendor Setup/Maintenance>Vendor Information*

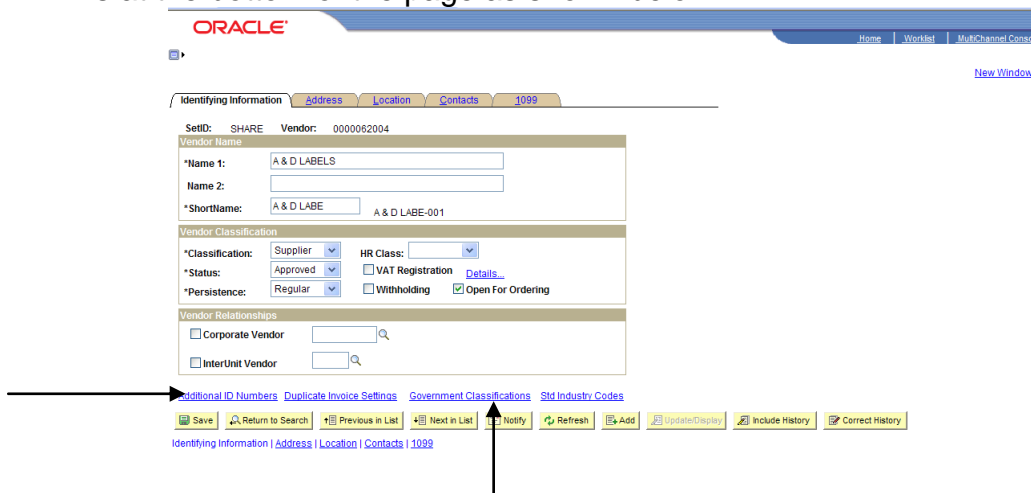
Instructions -

1. SetID: SHARE



2. Enter either the vendor id or name.

3. Open the vendor record to the 'Identifying Information' tab. You will be using two links at the bottom of the page as shown below.



4. Click on 'Additional ID Numbers.' In the 'Our Customer Number' field, enter the last four digits of the TIN, whether social security number or FEIN.

Exception: Do not enter any part of an employee's TIN here.

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Additional ID Numbers

Customer ID:

Our Customer Number:

ID Numbers			
Type	SetID	ID Number	D+B Number
<input type="text"/>		<input type="text"/>	

OK Cancel Refresh

5. Click on 'Government Classifications'. The vendor's organization type and the receipt of the W-9 need to be recorded here.
6. If information already exists in the Government Classifications, tab through the pages to see if 'ORG TYPE' or 'W-9' is already listed in the *Source field.
 - a. If either of them do, add a new effective-dated row under 'Government Classifications' and continue to follow the directions below.
7. If there is not an 'ORG TYPE' identified on the vendor; create one by clicking the plus button and selecting "ORG TYPE" from the look-up feature.

Government Classifications

SetID: SHARE Vendor: 0000062004

EEO Certification Date: ☐ HUB Zone

Government Sources	
*Source: <input type="text" value="ORG TYPE"/>	Organization Type

Government Classifications	
Eff Date: <input type="text" value="08/23/2007"/>	
Cert Nbr: <input type="text"/>	
Begin Dt: <input type="text"/>	Expire Dt: <input type="text"/>
Gov Class: <input type="text"/>	

8. In 'Gov Class' select the type of vendor from the drop down.
 - a. Click on the spy glass.
 - b. Sort by the 'Description' to find all of the classification descriptions that start with 'OT.'

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Government Classification: begins with

Description: begins with ot

[Basic Lookup](#)

Search Results

View All First 1-28 of 28 Last

SetID	Government Classification	Description
SHARE 58 ORG TYP	OT - Ambulances ND	
SHARE 59 ORG TYP	OT - Associations - Out of State	
SHARE 70 ORG TYP	OT - Associations ND	
SHARE 64 ORG TYP	OT - Banks or Financial Institutions	
SHARE 60 ORG TYP	OT - Boards	
SHARE 61 ORG TYP	OT - Conferences	
SHARE 62 ORG TYP	OT - Consortiums	
SHARE 17 ORG TYP	OT - Cooperative Association	
SHARE 63 ORG TYP	OT - Cooperatives	
SHARE 09 ORG TYP	OT - Corporation	
SHARE 55 ORG TYP	OT - Councils	
SHARE 51 ORG TYP	OT - Gaming Organization	
SHARE 13 ORG TYP	OT - General Partnership	
SHARE 22 ORG TYP	OT - Incorporated Non-Profit Organization	
SHARE 14 ORG TYP	OT - Individual (non-business)	
SHARE 56 ORG TYP	OT - Quick Response Units	
SHARE 68 ORG TYP	OT - Rescue Units - ND	
SHARE 49 ORG TYP	OT - Tribes	
SHARE 50 ORG TYP	OT - Trust	
SHARE 16 ORG TYP	OT - Unincorporated Non-Profit Organization	
SHARE 65 ORG TYP	OT - Utilities	
SHARE 69 ORG TYP	OT - Water Districts -ND	
SHARE 18 ORG TYP	OT - Individual/Sole Proprietorship	
SHARE 77 ORG TYP	OT-Convention Ctrs. & Visitors Bureaua	
SHARE 10 ORG TYP	OT-Limited Liability Company	
SHARE 11 ORG TYP	OT-Limited Liability Partnership	
SHARE 12 ORG TYP	OT-Limited Partnership of LLLP	
SHARE 54 ORG TYP	OT-VA LOAN PAYMENT	

- c. Select the designation (corporation, partnership, sole proprietor, etc.) indicated on the paperwork received from the vendor.
9. If there is not a source of "W-9" identified under Government Classifications, add another row to the Government Sources by clicking on the plus button.

Government Classifications

SetID: SHARE Vendor: 0000062004

EEO Certification Date: ☐ HUB Zone

Government Sources Find | View All First 4 of 4 Last

*Source:

Government Classifications Find | View All First 1 of 1 Last

Eff Date: 08/23/2007

Cert Nbr:

Begin Dt: Expire Dt:

Gov Class:

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10. Enter 'W' in the source box click on the spy glass and select 'W-9'.
11. In the 'Cert Nbr' field, enter your name and the acronym for your business unit.

Government Classifications

SetID: SHARE Vendor: %POCHANT
EEO Certification Date: ☐ HUB Zone

Government Sources Find | View All First 1 of 1 Last
*Source: W9 W-9 Received

Government Classifications Find | View All First 1 of 1 Last
Eff Date: 08/29/2007
Cert Nbr: Renee Walery/OMB
Begin Dt: Expire Dt:
Gov Class:

OK Cancel Refresh

12. In the 'Begin Dt:' enter the date on the W-9, and in the 'Expire Dt:' enter the same date, only five years in the future. If the W-9 is undated, use the date your office received the document as the Begin Date.

Government Classifications

SetID: SHARE Vendor: 0000062004
EEO Certification Date: ☐ HUB Zone

Government Sources Find | View All First 4 of 4 Last
*Source: W9 W-9 Received

Government Classifications Find | View All First 1 of 1 Last
Eff Date: 08/23/2007
Cert Nbr:
Begin Dt: 08/14/2007 Expire Dt: 08/14/2012
Gov Class:

13. Click 'OK' and 'Save.'
14. By completing the steps above, other users can now see that a W-9 has been received for this vendor and in which office (VRO, college, university) the document is filed. It also tells other users the organization type (necessary for proper 1099 reporting), and the date five years in the future when this vendor will need to be contacted for an updated W-9.
15. If the vendor requires withholding set up, follow the guidelines to do so.

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16. If the vendor is non-reportable, but you have the FEIN from the W-9, please enter this number on the MAIN location for documentation.

- a. Add a new effective-dated row and click on the drop down box for 'Additional ID Numbers' as shown below.

The screenshot shows the 'Vendor Location' form. The 'Location Detail' section has 'Eff Date' set to 08/31/2007 and 'Active' checked. The 'Pricing' section shows 'Vendor' 0000090398 and '*Location' MAIN. The 'Ordering' section shows 'Vendor' 0000090398, 'Location' MAIN, and '*Address' 1. The 'Invoicing' section shows 'Vendor' 0000090398, 'Location' MAIN, and 'Address' 1. The 'Remitting' section shows '*Vendor' 0000090398, '*Location' MAIN, and '*Address' 1. The 'Returning' section shows '*Vendor' 0000090398, 'Location' MAIN, and '*Address' 1. The 'Additional ID Numbers' dropdown menu is open, showing options like Bank Accounts, EFT Options, Matching, Payment Options, Procurement Options, RTV Options, Sales/Use Tax Options, Self-Billed Invoice Info, VAT Options, Withholding Setup, and Additional ID Numbers. The 'Additional ID Numbers' option is selected.

- b. Enter the Type as "TIN" and the 9-digit number.

Additional ID Numbers

Type	SetID	ID Number	D+B Number
TIN		555555555	

17. Follow the above steps when you receive information such as:

- A husband and wife put both of their names on the W-9 and include both their social security numbers. Enter the secondary number here.
- A sole proprietorship gives you the employer ID and a social security number. Enter the employer ID in the Withholding Setup and the SSN under Additional ID Numbers.

18. The W-9 should be returned to the vendor for more details if the vendor fails to indicate the type of LLC (sole proprietor, partnership, or corporation). Presume the vendor is reportable until it proves otherwise in writing.

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19. Other fields and screens may need to be completed because of the W-9 received. See the checklists for:

[Sole Proprietorships](#)

[Entering TIN and Name](#)

[Adding 1099 Information to Existing Vendors](#)

[Guardianships and W-9 Forms](#)

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.